

Windows XP



Getting Started with Windows XP

Objectives

- ▶ Start Windows and view the desktop
- ▶ Use the mouse
- ▶ Get started with the Windows desktop
- ▶ Manage windows
- ▶ Use menus, toolbars, and panes
- ▶ Use scroll bars
- ▶ Use dialog boxes
- ▶ Use Windows Help and Support
- ▶ Turn off the computer

Microsoft Windows XP Home and Professional is an **operating system**, a computer program that controls the basic operation of your computer and the programs you run on it. **Programs**, also known as **applications**, are task-oriented software you use to accomplish specific tasks, such as word processing, managing files on your computer, and performing calculations. When you work with Windows XP, you will notice **icons**, which are small pictures on your screen intended to be meaningful symbols of the items they represent. You will also notice **windows** (thus the name of the operating system), rectangular frames on your screen that can contain several icons, the contents of a file, or other usable data. A **file** is a collection of information (such as a letter or list of addresses) that has a unique name, distinguishing it from other files. This use of icons and windows is called a **graphical user interface (GUI)**, pronounced “gooey”), meaning that you interact (“interface”) with the computer through the use of graphics: icons and other meaningful words, symbols, and windows.  In this unit, you will be introduced to basic Windows skills.





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Starting Windows and Viewing the Desktop

When you first start Windows XP, you see the Windows desktop, as shown in Figure A-1, or a logon screen (a way to identify yourself on the computer) depending on your installation. See Table A-1 for a description of your computer start-up type. The **desktop** is an on-screen version of an actual desk, containing windows, icons, files, and programs, which you can use to access, store, organize, modify, share, and explore information, such as a letter, a list of addresses, or the news, whether it resides on your computer, a network, or the Internet. The **Internet** is a worldwide collection of computers linked together to share information, while a **network** is a local area one. The desktop is sometimes called **active** because it allows you to access the Internet and view Internet content directly from it. The bar at the bottom of your screen is called the **taskbar**; it allows you to start programs and switch among currently running programs. (At the moment, none are running; the computer is idle.) At the left end of the taskbar is the **Start button**, which you use to start programs, find and open files, access the Windows Help and Support Center, and much more. At the right end of the taskbar is the **notification area**, which displays the time, date, and program related icons. If icons in the notification area are not used for awhile, an arrow appears to hide the icons and reduce clutter. You can click the arrow to display and hide the icons. When you use a hidden icon, it reappears in the notification area. If you upgraded your computer to Windows XP from a previous version of Windows, your desktop might contain additional desktop icons and toolbars, such as the **Quick Launch toolbar**, which contains buttons you use to quickly start your Internet browser and media player and show the desktop. Windows XP automatically starts when you turn on your computer. If Windows is not currently running, follow the steps below to start it now.

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1. Turn on your computer

Windows automatically starts and displays the desktop, as shown in Figure A-1, or a logon screen (either the Welcome screen or Network dialog box) asking you to select or enter a user name and password to identify yourself on the computer, before showing the desktop. If the desktop appears (meaning you are using a nonshared computer), continue to Step 3, otherwise, continue to Step 2 to log on.

Trouble?

If you are new to using the mouse, read through the next topic "Using the Mouse."

2. In the Welcome screen (on a shared computer), click your user name, type your password, then press **[Enter]**, or in the Network dialog box (on a networked computer), press and hold **[Ctrl]** and **[Alt]** with one hand, then press **[Del]** with the other to display the Windows Security dialog box, in the User name text box type your username if necessary, type your password in the Password text box, then click **OK**. Only bullets appear as you type the password. This helps to prevent other people from learning your password. Once the password is accepted, the Windows desktop appears on your screen, as shown in Figure A-1.

QuickTip

To run the Windows XP tour, click the Start button on the taskbar, point to All Programs, point to Accessories, then click Tour Windows XP.

3. If a ScreenTip appears, click the **Close button** in the ScreenTip

A **ScreenTip** is informational help that appears when you need it. When you start Windows XP for the first time, a ScreenTip pointing to the Windows XP Tour icon on the taskbar appears, asking if you want to take a tour of Windows XP. The ScreenTip closes, and the Windows XP Tour icon is removed from the notification area on the taskbar.

FIGURE A-1: Windows XP desktop

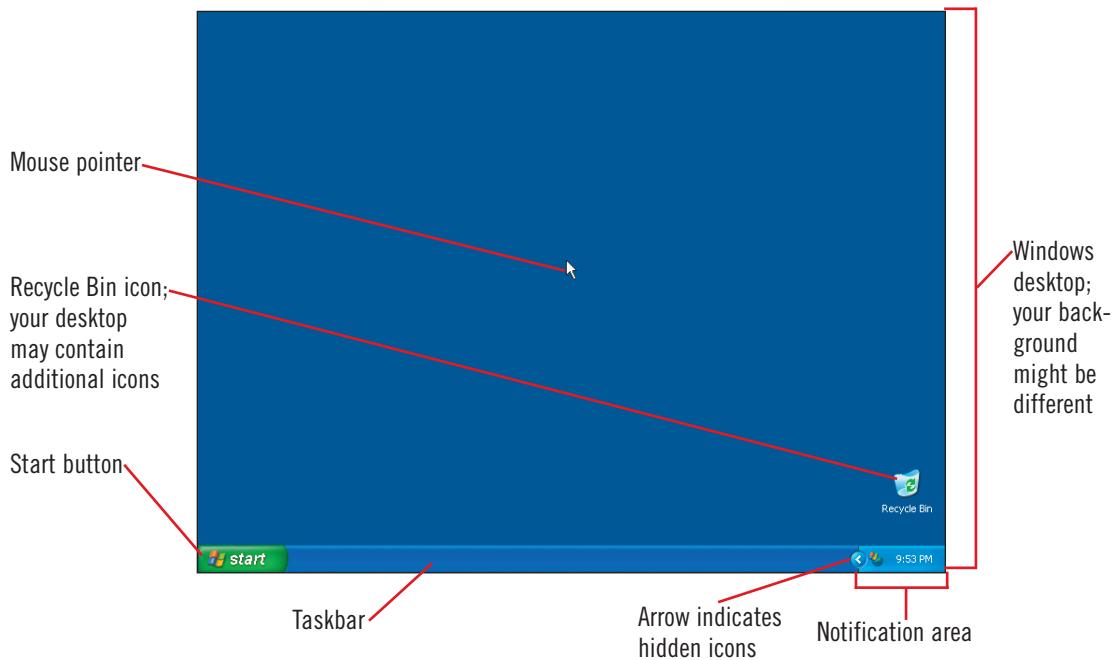


TABLE A-1: Starting a computer with Windows XP

what you see at start up	means you have a
desktop	nonshared (single user) computer; no user name and password required
Welcome screen	shared (multiple users) computer; user name and password required
Network dialog box	networked (connected to a computer on a network) computer; user name and password required



Using and changing a password

Passwords are used to maintain security on a shared or networked computer. Windows uses **encryption**, which is the process of logically scrambling data, to keep your password secure on your computer. When choosing a password, remember that the Windows password program is **case-sensitive**, which means the program makes a distinction between uppercase and lowercase letters. Your password should be at least seven characters long, which is optimal for encryption. It should include, if possible, combinations of capital letters, lowercase letters, and non-alphabetic characters (numbers and symbols). Never write down your password on paper or let someone look over your shoulder as you log on to the computer. Always be sure to log off or shut down when you walk away from your computer. You specify a user name and password when you install Windows XP or open User Accounts in the Control Panel on a shared computer, or an instructor or technical support person (the person in

charge of your network) assigns you a user name and password on a networked computer. To change your password on a networked computer with Windows XP Professional, press [Ctrl][Alt][Del] after you start Windows to open the Windows Security dialog box, click Change Password, type the old password in the Old Password text box, type the new password in the New Password and Confirm New Password text boxes, then click OK. If you have forgotten your password, the Forgotten Password Wizard allows you to create a password reset disk that you can use to recover user account information (user name and password) and personalized computer settings. To create a reset disk, click Change Password in the Windows Security dialog box, click Backup, click Next, then follow the wizard instructions. To change your password or create a password reset disk on a shared computer, click User Accounts in the Control Panel, then follow the instructions provided.



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Using the Mouse

A **mouse** is a handheld input device you roll across a flat surface (such as a desk or a mouse pad) to position the **mouse pointer**, the small symbol that indicates the pointer's relative position on the desktop. When you move the mouse, the mouse pointer on the screen moves in the same direction. The shape of the mouse pointer changes to indicate different activities. Table A-2 shows some common mouse pointer shapes. Once you move the mouse pointer to a desired position on the screen, you use the **mouse buttons**, shown in Figure A-2, to "tell" your computer what you want it to do. Table A-3 describes the basic mouse techniques you use frequently when working in Windows.

 Now you will try using the mouse to become familiar with these navigational skills.

Trouble?

Your icon may differ.

1. Place your hand on the mouse, locate the mouse pointer  on the desktop, then move the mouse back and forth across your desk

As you move the mouse, the mouse pointer moves correspondingly.

2. Move the mouse to position the mouse pointer over the **Recycle Bin icon**  in the lower-right corner of the desktop

Positioning the mouse pointer over an icon or over any specific item on the screen is called **pointing**. If pointing to the icon highlights it, you are not using default Windows XP settings. Consult your instructor or technical support person. This book assumes you are using Windows default double-click mouse settings.

3. Press and release the **left mouse button**

The act of pressing a mouse button once and releasing it is called **clicking**. The icon is now highlighted, or shaded differently than the other icons on the desktop. The act of clicking an item, such as an icon, indicates that you have **selected** it to perform some future operation on it. To perform any type of operation on an icon, such as moving it, you must first select it.

4. Point to , press and hold down the **left mouse button**, move the mouse to the center of the desktop, then release the mouse button

The icon moves with the mouse pointer. This is called **dragging**, which you use to move Windows elements. If the icon jumps a little when you release the mouse, the desktop is set to automatically align icons with an invisible grid. To turn off the automatic alignment with the grid, right-click a blank area of the desktop, point to Arrange Icons By, then click Align to Grid to deselect it. If you are still having trouble, right-click the desktop again, point to Arrange Icons By, then click AutoArrange to deselect it.

QuickTip

When a step tells you to "click," it means, by default, to left-click. The step says "right-click" if you are to click with the right mouse button.

5. Point to , then press and release the **right mouse button**

Clicking the right mouse button is known as **right-clicking**. Right-clicking an item on the desktop displays a **shortcut menu**, shown in Figure A-3. This menu displays the commands most commonly used for the item you clicked; the available commands differ for every item.

6. Click anywhere outside the menu to close the shortcut menu

Clicking outside the menu in a blank area, or pressing [Esc], closes the shortcut menu without performing a command.

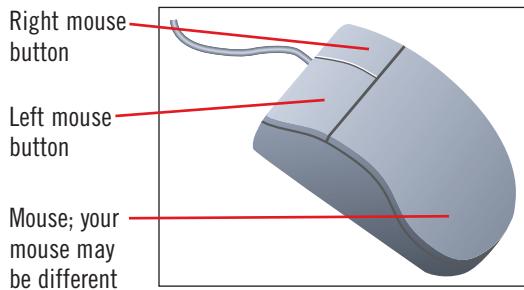
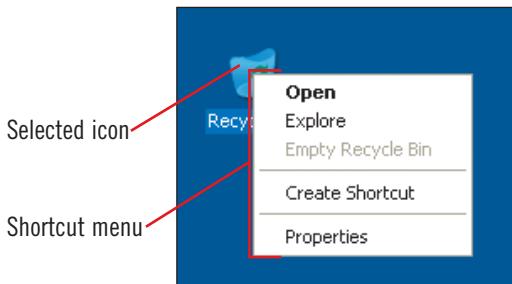
QuickTip

To quickly rearrange icons on the desktop, right-click a blank area of the desktop, point to Arrange Icons By, then click the appropriate option.

7. Move  back to its original position in the lower-right corner of the desktop using the pointing and dragging skills you just learned

8. Point to , then click the **left mouse button** twice quickly

The Recycle Bin window opens, containing file icons, which you want to delete. Clicking the mouse button twice is known as **double-clicking**, and it allows you to open the window, program, or file that an icon represents. Leave the desktop as it is and move on to the next lesson.

FIGURE A-2: Typical mouse**FIGURE A-3:** Shortcut menu**TABLE A-2:** Common mouse pointer shapes

shape	used to
	Select items, choose commands, start programs, and work with programs
	Position the mouse pointer for editing or inserting text; called the insertion point or cursor
	Indicate Windows is busy processing a command
	Position the mouse pointer on the edge of a window to change its size
	Position the mouse pointer to select and open Web-based content

TABLE A-3: Basic mouse techniques

task	what to do
Pointing	Move the mouse to position it over an item on the desktop
Clicking	Press and release the left mouse button
Double-clicking	Press and release the left mouse button twice quickly
Dragging	Point to an item, press and hold the left mouse button, move the mouse to a new location, then release the mouse button
Right-clicking	Point to an item, then press and release the right mouse button



Using the mouse with the Web style

When you use the standard Windows operating system, you click an item to select it, then double-click the item to open it. However, when using the Internet, you point to an item to select it and single-click the item to open it. Because Windows XP integrates use of the Internet with its other functions, it allows you to choose whether you want to extend the way you click on the Internet to the rest of your computer work by single-clicking (known as the Internet or Web style) icons to open them, or by double-clicking

(known as the Classic style). To change from one style to the other, click the Start button on the taskbar, click Control Panel, click Switch to Classic View (if necessary), double-click Folder Options, click the Single-click to open an item (point to select), or Double-click to open an item (single-click to select) option button, then click OK. Windows XP is set by default to double-click, and the steps in this book assume you are using Windows Classic style.



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Getting Started with the Windows Desktop

The key to getting started with the Windows desktop is learning how to use the Start button on the taskbar. Clicking the Start button on the taskbar displays the **Start menu**, a list of commands that allows you to start a program, open a document, change a Windows setting, find a file, or display support information. Table A-4 describes the available commands on this menu that are installed with Windows XP. As you become more familiar with Windows, you might want to customize the Start menu to include additional items that you use most often and change Windows settings in the Control Panel to customize your Windows desktop.  You will begin by viewing the Start menu and opening the **Control Panel**, a window containing various programs that allow you to specify how your computer looks and performs.

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QuickTip

To remove a program from the pinned items list, right-click the program on the Start menu, then click Unpin from Start menu, or Remove from This List.

1. Click the **Start button** on the taskbar

The Start menu opens, as shown in Figure A-4. You use commands on the Start menu to start programs or change Windows system settings. The top of the Start menu indicates who is currently using the computer. The left column of the Start menu is separated into two lists: pinned items above the separator line and most frequently used items below. The **pinned** items remain on the Start menu, like a push pin holds paper on a bulletin board. The most frequently used items change as you use programs: Windows keeps track of which programs you use and displays them on the Start menu for easy access. The right column of the Start menu provides easy access to folders, Windows settings, help information, and search functionality. An arrow next to a menu item indicates a **cascading menu**, or **submenu**, which is a list of commands for that menu item. Pointing at the arrow displays a submenu from which you can choose additional commands.

QuickTip

To move an item on the Start menu, click the Start button, then drag it to a new location. A black horizontal bar indicates the new location.

2. Click **Control Panel** on the Start menu

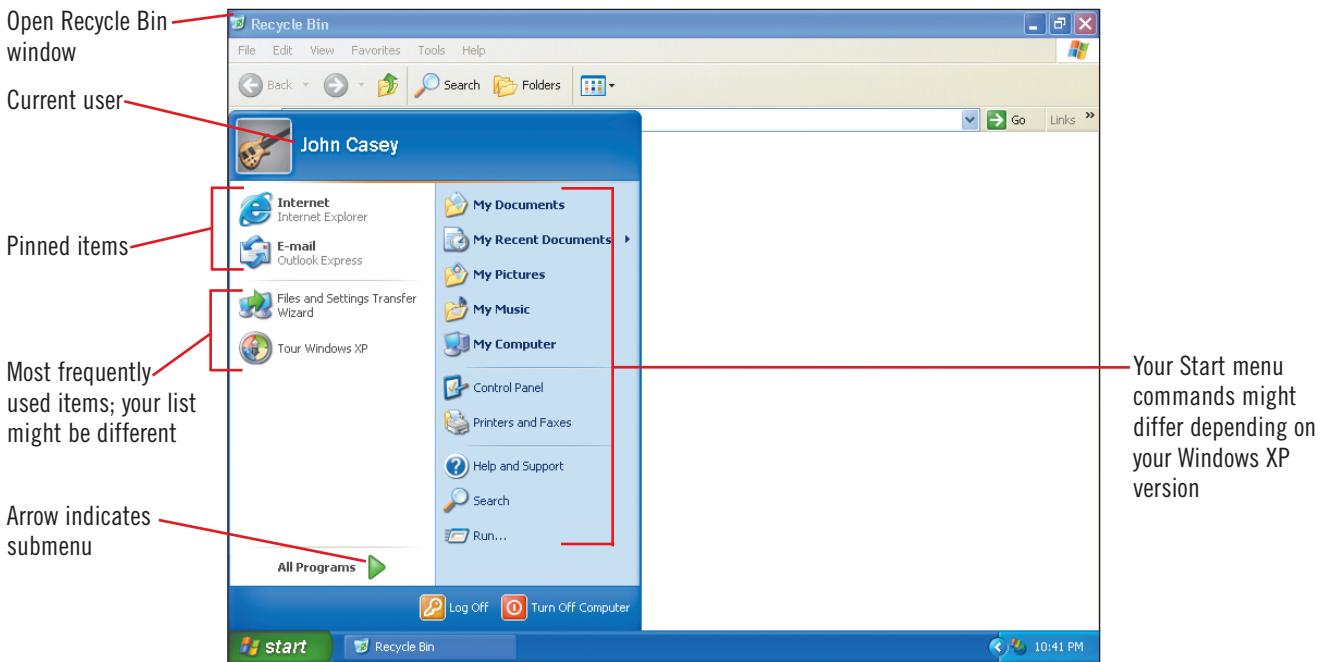
The Control Panel opens, containing categories or icons for various programs that allow you to specify how your computer looks and performs. The Control Panel appears in Category view, which groups program items together to reduce the clutter, or in Classic View, which displays program items individually. Leave the Control Panel open for now, and continue to the next lesson.



Changing the display to Windows classic settings

The Windows XP enhanced user interface provides a new look for the desktop. If you prefer the desktop display of Windows 98 or Windows Me, you can change the display to **Windows Classic**. With the Windows Classic display, you can take advantage of the new Windows XP functionality, yet work in an environment with which you are more familiar. To change the desktop display, right-click a blank area of the desktop, then click Properties on the shortcut menu. The Display Properties dialog box opens, displaying the Themes tab. A **theme** is a desktop background and a set of sounds, icons, and other Windows elements. On the Themes tab, click the Theme list arrow, click Windows Classic, then click

OK. To add desktop Windows Classic icons (My Documents, My Computer, My Network Places, and Internet Explorer) to the desktop, click the Desktop tab in the Display Properties dialog box, click Customize Desktop, click the check boxes with the icons you want to display, then click OK twice. To change the Start menu to Windows Classic, right-click the Start button on the taskbar, click Properties, click the Classic Start menu option button, then click OK. To show folders in Windows Classic View without the left pane of Common tasks, open My Computer, click Tools on the menu bar, click Folder Options, click the General tab if necessary, click the Use Windows classic folders option button, then click OK.

FIGURE A-4: Start menu**TABLE A-4:** Start menu commands

Icon	command	description
	Internet	Starts your Internet browser; by default, Internet Explorer
	E-mail	Starts your e-mail program; by default, Outlook Express
	All Programs	Opens all the programs included on the Start menu
	My Documents	Opens the My Documents folder, where you store and manage files
	My Recent Documents	Opens a list of the most recently opened and saved documents
	My Pictures	Opens the My Pictures folder, where you store and manage photos, images, and graphic files
	My Music	Opens the My Music folder, where you store and manage sound and audio files
	My Computer	Opens the My Computer window, where you access information about disk drives, and other hardware devices
	Control Panel	Provides options to customize the appearance and functionality of the computer
	Printers and Faxes	Displays installed printers and fax printers and a wizard to help you install additional devices; available only with Windows XP Professional
	Printers and Other Hardware	Displays installed printers and other hardware and a wizard to help you install other devices; available only with Windows XP Home
	Help and Support	Displays Windows Help topics, tutorials, troubleshooting, support options, and tools
	Search	Allows you to locate programs, files, folders, or computers on your computer network, or find information or people on the Internet
	Run	Opens a program or file based on a location and filename that you type or select
	Log Off	Allows you to log off the system and log on as a different user
	Turn Off Computer	Provides options to turn off the computer, restart the computer, or set the computer in hibernate mode



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Managing Windows

One of the powerful things about the Windows operating system is that you can open more than one window or program at once. This means, however, that the desktop can get cluttered with many open windows for the various programs you are using. You can identify a window by its name on the **title bar** at the top of the window. To organize your desktop, you must sometimes change the size of a window or move it to a different location. Each window, no matter what it contains, is surrounded by a border that you can use to move or resize the window. Each window has three buttons in the upper-right corner that allow you to resize it. Table A-5 shows the different mouse pointer shapes that appear when resizing windows.  Now you will try moving and resizing the Control Panel window.

QuickTip

You can press  [D] or click the Show Desktop button  on the Quick Launch toolbar to minimize all open windows and programs and see the desktop.

1. Click the **Recycle Bin button** on the taskbar or click anywhere in the Recycle Bin window

The Recycle Bin window moves in front of the Control Panel window. The Recycle Bin window is now **active**, which means that any actions you perform take place in this window. At times, you might want to hide a window so that it isn't visible on the desktop but is still open.

2. Click the **Minimize button** in the upper-right corner of the Recycle Bin window

The window no longer appears on the desktop, but you can still see a button named Recycle Bin on the taskbar. When you **minimize** a window, you do not close it but merely reduce it to a button on the taskbar so that you can work more easily in other windows. The button on the taskbar reminds you that the program is still running.

3. Position the mouse pointer on the lower-right corner of the Control Panel window until the pointer changes to , then drag the corner up and to the left until your screen resembles Figure A-5

The window is now resized. You can resize windows by dragging any corner, not just the lower-left. You can also drag any border to make the window taller, shorter, wider, or narrower.

4. Point to the **title bar** on the Control Panel

When a window is active, the title bar color changes from gray to blue. You can move any window to a new location on the desktop by dragging the window's title bar.

5. With the mouse pointer over any spot on the title bar, click the **left mouse button**, then drag the window to center it on the desktop

The window is relocated. This action is similar to dragging an icon to a new location.

6. Click the **Maximize button** in the upper-right corner of the Control Panel

When you **maximize** a window, it fills the entire screen.

7. Click the **Restore Down button** in the upper-right corner of the Control Panel

The **Restore Down button** returns a window to its previous size. The Restore button appears only when a window is maximized.

8. Click the **Recycle Bin button** on the taskbar

The Recycle Bin window is now the size it was before you minimized it and is now active. When you finish using a window, you can close it with the Close button.

9. Click the **Close button** in the upper-right corner of the Recycle Bin window

The Recycle Bin window closes. You will learn more about the Recycle Bin in later lessons.

QuickTip

To arrange all open windows, right-click a blank area on the taskbar, then click the appropriate option.

You can double-click the title bar of a window to switch between maximizing and restoring the size of a window.

FIGURE A-5: Resized Control Panel window

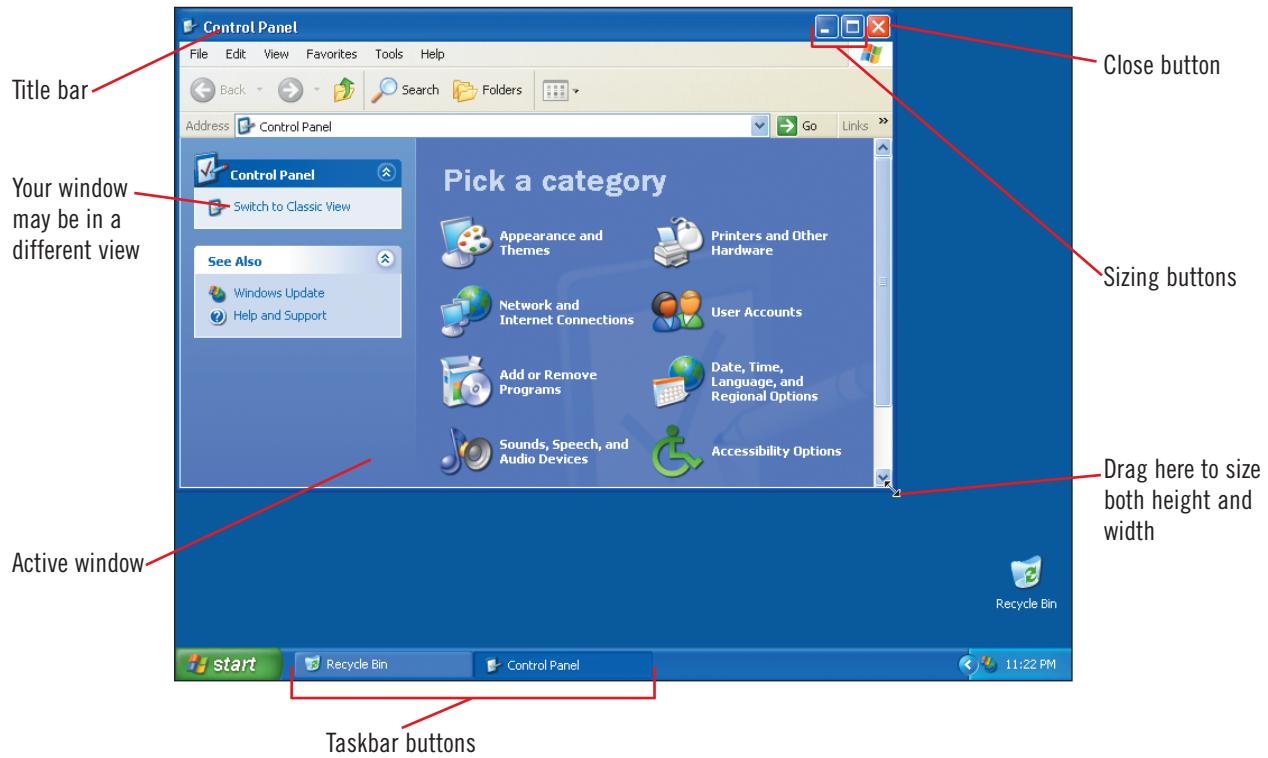


TABLE A-5: Mouse pointer shapes that appear when resizing windows

mouse pointer shape	use to
↔↔	Drag the right or left edge of a window to change its width
↑↓	Drag the top or bottom edge of a window to change its height
↖↖ or ↘↘	Drag any corner of a window to change its size proportionally



Moving and resizing the taskbar

In addition to windows, you can also resize and move other elements on the desktop, such as the taskbar, using the methods in this lesson. With Windows XP, the taskbar is locked by default, so it cannot be accidentally resized or moved. Before you can resize or move the taskbar, you need to unlock it. To unlock

the taskbar, right-click a blank area on the taskbar, then click Lock the Taskbar on the shortcut menu to deselect the option. You can move the taskbar by dragging it to any edge (right, left, top, or bottom) of the desktop. You can also change the size of the taskbar by dragging its edge with the pointer ↓.



Using Menus, Toolbars, and Panes

A **menu** is a list of commands that you use to accomplish certain tasks, such as when you used the Start menu to open the Control Panel. A **command** is a directive that provides access to a program's features. Each Windows program has its own set of menus, which are on the menu bar along the top of the program window. The **menu bar** organizes commands into groups of related operations. Each group is listed under the name of the menu, such as File or Help. To access the commands in a menu, you click the name of the menu. If a command on a menu includes a keyboard reference, known as a **keyboard shortcut**, you can perform the action by pressing the first key, then pressing the second key to perform the command quickly. See Table A-6 for examples of items on a typical menu. You can also carry out some of the most frequently used commands on a menu by clicking a button on a toolbar. A **toolbar** contains buttons that are convenient shortcuts for menu commands. A **pane** is a frame within a window where you can quickly access commands and navigation controls. You can use menus, toolbar buttons, and commands in a pane to change how the Control Panel window's contents appear.

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1. Click **Switch to Classic View** in the left pane of the Control Panel, if necessary

The Control Panel displays individual icons instead of categories.

2. Click **View** on the menu bar

On a menu, a **check mark** identifies a currently selected feature, meaning that the feature is **enabled**, or turned on. To **disable**, or turn off the feature, you click the command again to remove the check mark. A **bullet mark** also indicates that an option is enabled. To disable a command with a bullet mark next to it, however, you must select another command (within the menu section, separated by gray lines) in its place. In the next step, you select a command.

3. Click **Status Bar** to enable it, if necessary, then click **View** on the menu bar

The View menu appears, displaying the View commands, as shown in Figure A-6. The status bar appears at the bottom of the Control Panel window.

4. Click **List** on the View menu

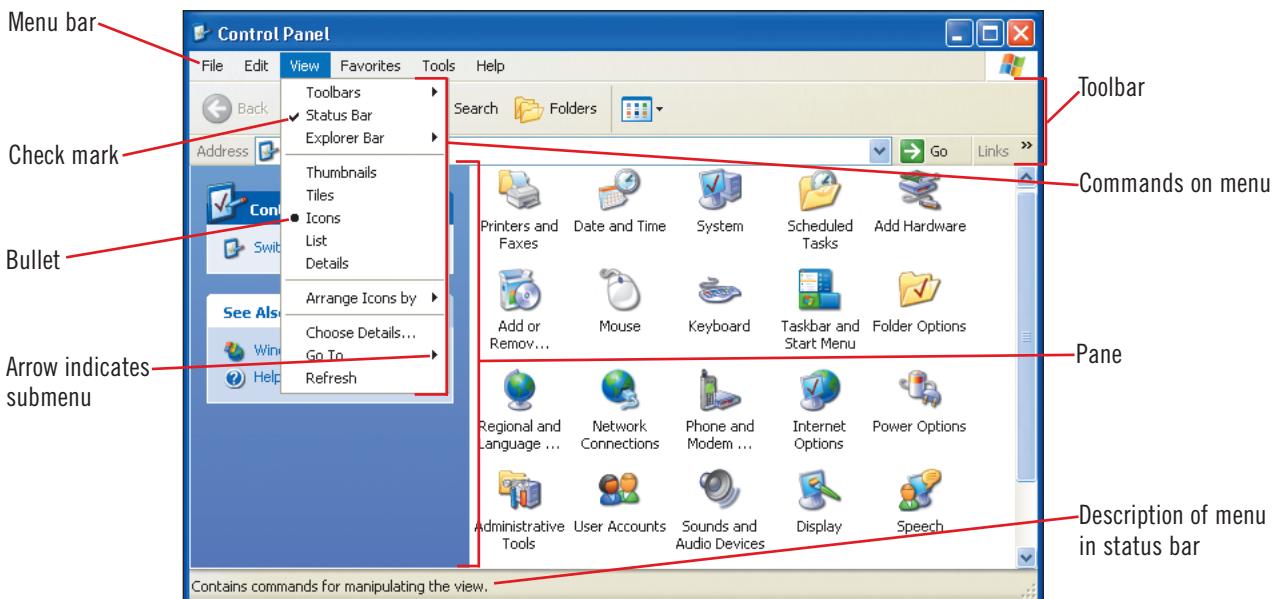
When you click a menu name, a general description of the commands available on that menu appears in the status bar. The icons are now smaller than they were before, taking less room in the window.

5. Position the pointer over the **Views button** on the Control Panel toolbar

When you position the mouse pointer over a button, the name of the button appears as a ScreenTip. Use the ScreenTip feature to explore a button on the toolbar. The toolbar at the top of the window includes buttons for the commands that you use most frequently while you work with the Control Panel. Some toolbar buttons appear with an arrow, which indicates the button contains several choices. You click the button arrow to display the choices.

6. Click on the Control Panel toolbar, then click **Details**

The Details view includes a description of each Control Panel program. In the next lesson, you will use scroll bars in the Control Panel to view and read the description of each Control Panel program.

FIGURE A-6: View menu in the Control Panel**TABLE A-6:** Typical items on a menu

item	description	example
Dimmed command	A menu command that is not currently available	Object
Ellipsis	Indicates that a dialog box will open that allows you to select from several options	Find...
Triangle	Indicates that a cascading menu will open containing an additional list of commands	▶
Keyboard shortcut	An alternative to using the mouse for executing a command	Ctrl+Z
Underlined letter	Indicates the letter to press while holding down the [Alt] key for a keyboard shortcut; underline only appears on menu when you press and hold [Alt]	Clear



Unlocking and customizing toolbars

Most toolbars in Windows XP are locked, so they cannot be accidentally moved. If you want to move the toolbars around, click View on the menu bar, point to Toolbars, click Lock the Toolbars to remove the check mark and unlock the toolbars, then drag the dotted left toolbar edge. You can also change the buttons on a toolbar to customize it to the way you work by clicking View on the menu bar, pointing to Toolbars,

then clicking Customize. In the Customize Toolbar dialog box, select buttons in the left pane, then click Add to add buttons to the current toolbar. Select buttons in the right pane, then click Remove to delete buttons. At the bottom of the dialog box, you can select options to change the button size or include button text.



Using Scroll Bars

When you cannot see all of the items available in a window, scroll bars appear on the right and/or bottom edges of the window. **Scroll bars** allow you to display the additional contents of the window. Figure A-7 shows components of the scroll bars. The vertical scroll bar moves your view up and down through a window; the horizontal scroll bar moves your view from left to right. There are several ways you can use the scroll bars. When you need to scroll only a short distance, you can use the scroll arrows. When you need to scroll more quickly, you can click in the scroll bar above or below the **scroll box** to move the view up or down one window's height. Dragging the scroll box moves you even more quickly to a new part of the window. See Table A-7 for a summary of the different ways to use scroll bars.  You can use the scroll bars to view and read the description of each Control Panel program. When no scroll bars appear in a window, it means that all the information fits completely in the window.

Steps 123

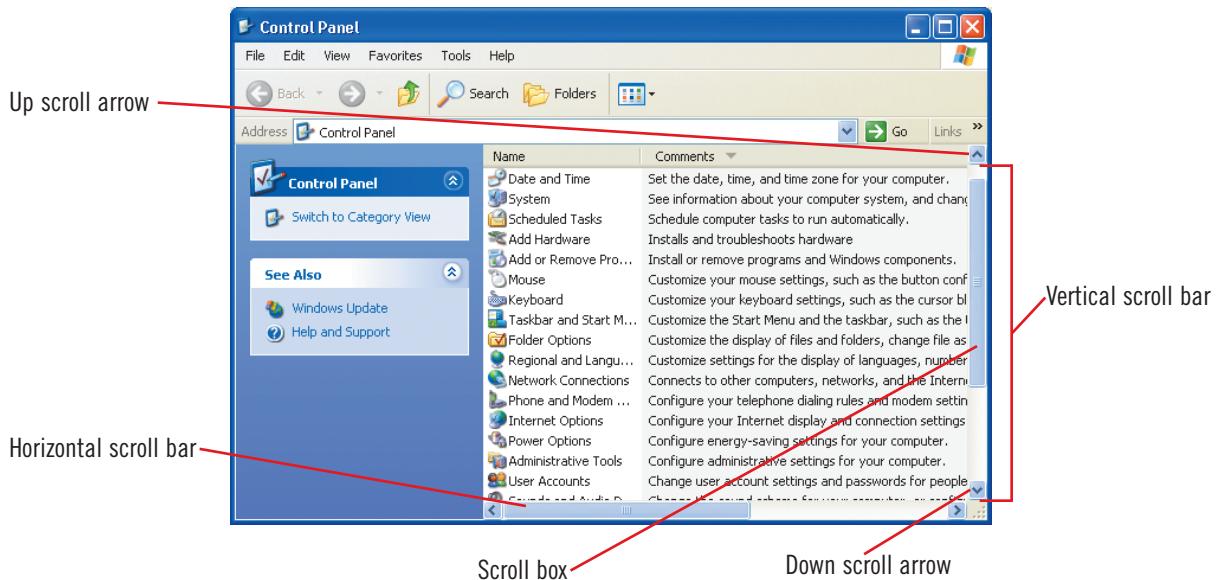
QuickTip

You can also drag  to resize a column.

1. If ellipses (...) appear at the end of comments in the Control Panel, position the pointer to the right edge of the **Comments header** until it changes to , then double-click the edge to expand the comment text
The column expands the description of each Control Panel program and a horizontal scroll bar appears.
2. In the Control Panel, click the **down scroll arrow** in the vertical scroll bar
See Figure A-7. Clicking the down scroll arrow moves the view down one line. Clicking the up arrow moves the view up one line at a time.
3. Click the **up scroll arrow** in the vertical scroll bar
The view moves up one line.
4. Click anywhere in the area below the scroll box in the vertical scroll bar
The contents of the window scroll down in a larger increment.
5. Click the area above the scroll box in the vertical scroll bar
The contents of the window scroll back up. To move in even greater increments, you can drag the scroll box to a new position.
6. Drag the **scroll box** in the horizontal scroll bar to the middle of the bar
The scroll box indicates your relative position within the window, in this case, the halfway point. The size of the scroll bar indicates the amount of information available to scroll. A small scroll box indicates a lot of information, while a large scroll box indicates a small amount. After reading the Control Panel program descriptions, you restore the Control Panel to its original display.
7. Click the **Views button**  on the Control Panel toolbar, then click **Icons**
8. Click **View** on the menu bar, then click **Status Bar** to deselect it, if necessary
The status bar is removed from the bottom of the Control Panel. In the next lesson, you will open a Control Panel program to learn how to work with dialog boxes.

QuickTip

If you have a mouse with a wheel button between the left and right buttons, you can roll the wheel button to scroll up and down quickly, or click the wheel button and move the mouse in any direction.

FIGURE A-7: Scroll bars in Control Panel**TABLE A-7:** Using scroll bars in a window

to	do this
Move down one line	Click the down arrow at the bottom of the vertical scroll bar
Move up one line	Click the up arrow at the top of the vertical scroll bar
Move down one window's height	Click in the area below the scroll box in the vertical scroll bar
Move up one window's height	Click in the area above the scroll box in the vertical scroll bar
Move up or down a greater distance in the window	Drag the scroll box in the vertical scroll bar
Move a short distance side to side in a window	Click the left or right arrows in the horizontal scroll bar
Move to the right one window's width	Click in the area to the right of the scroll box in the horizontal scroll bar
Move to the left one window's width	Click in the area to the left of the scroll box in the horizontal scroll bar
Move left or right a greater distance in the window	Drag the scroll box in the horizontal scroll bar



Accessibility for special needs

If you have difficulty using a mouse or typing, have slightly impaired vision, or are deaf or hard of hearing, you can adjust the appearance and behavior of Windows XP to make your computer easier for you to use. The Accessibility Wizard helps you configure Windows for your vision, hearing, and mobility needs. The Accessibility Wizard also enables you to save your settings in a file that you can use on another computer. To open the Accessibility Wizard, click the Start button on the taskbar, point to All Programs, point to Accessories, point to Accessibility, click Accessibility Wizard, then follow the steps in the wizard. You can also double-click the Accessibility

Options icon in the Control Panel to adjust the way your keyboard, display, and mouse function to suit various vision and motor abilities. Some of the accessibility tools available include StickyKeys, which enables simultaneous keystrokes while pressing one key at a time; FilterKeys, which adjusts the response of your keyboard; ToggleKeys, which emits sounds when you press certain locking keys; SoundSentry, which provides visual warnings for system sounds; ShowSounds, which instructs programs to provide captions; High Contrast, which improves screen contrast; and MouseKeys, which enables the keyboard to perform mouse functions.



Steps 123

Trouble?

If your dialog box differs from Figure A-9, read through Steps 2-4 and do not perform any actions, then continue with Step 5.

Using Dialog Boxes

A **dialog box** is a window that opens when you choose a menu command that is followed by an ellipsis (...). The **ellipsis** indicates that you must supply more information before the program can carry out the command you selected. Dialog boxes open in other situations as well, such as when you open a program in the Control Panel. In a dialog box, you specify the options you want using a variety of elements. See Figure A-8 and Table A-8 for some of the typical elements of a dialog box. Practice using a dialog box to control your mouse settings.

1. In the Control Panel, scroll if necessary to locate the Mouse icon , then double-click .

The Mouse Properties dialog box opens, as shown in Figure A-9. The options in this dialog box allow you to control the configuration of the mouse buttons, select the types of pointers that appear, choose the speed of the mouse movement on the screen, and specify what type of mouse you are using. **Tabs** at the top of the dialog box separate these options into related categories. The tabs in the dialog box vary depending on the mouse installed on the computer.

2. Click the **Buttons tab**, if necessary

This tab has two or more sections. The first section, Button configuration, has options you can select to make the mouse easier to use for a right-handed or left-handed person. The second section, Double-click speed, has a slider for you to set how fast the mouse pointer responds to double-clicking. The slider lets you specify the degree to which the option is in effect. The other sections vary depending on the Windows version and mouse installed on the computer. Next, you experiment with the double-click speed options.

3. In the Double-click speed section, drag the **slider** halfway to the right

You set the mouse pointer to respond to a fast double-click. You can test the double-click speed in the Test area to make sure it is comfortable for you to use on a regular basis.

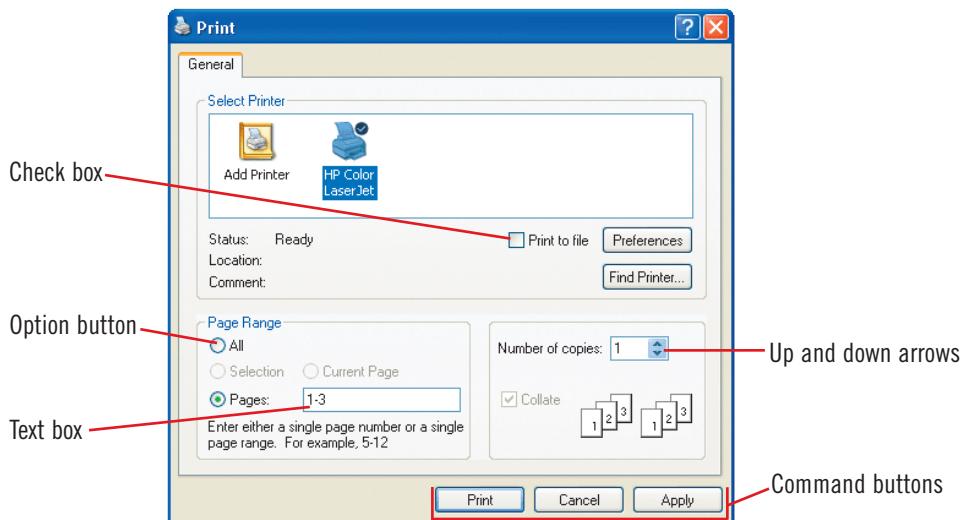
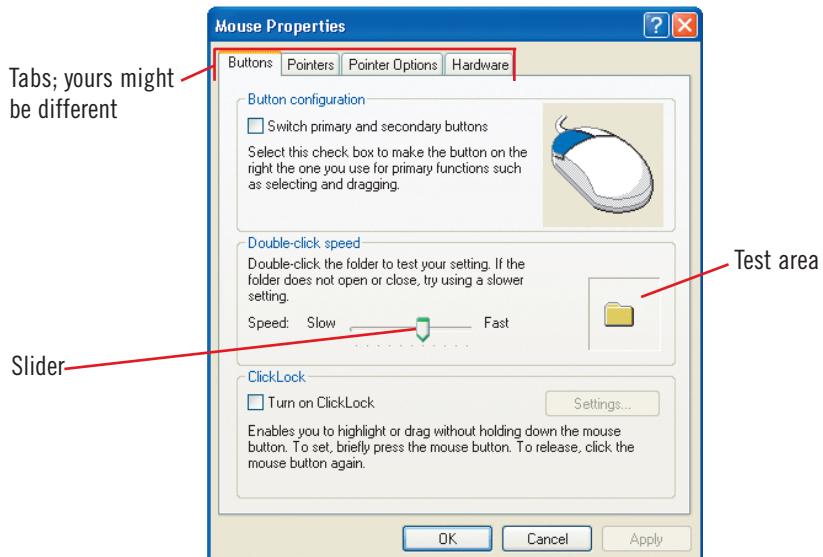
4. Double-click the **Test area** to the right of the slider until the graphical icon moves
As you double-click the test area, the folder icon opens or closes.

5. Click the other tabs in the Mouse Properties dialog box, and examine the available options in each category

Now you need to select a command button to carry out the options you selected. The two most common command buttons are OK and Cancel. Clicking OK accepts your changes and closes the dialog box; clicking Cancel leaves the original settings intact and closes the dialog box. The third command button in this dialog box is Apply. Clicking the Apply button verifies the changes you've made and keeps the dialog box open so that you can select additional options. Because you might share this computer with others, it's important to restore the dialog box options to their original settings.

6. Click **Cancel** to leave the original settings intact and close the dialog box

7. Click **Switch to Category View** in the left pane of the Control Panel, then click the **Close button** in the Control Panel to close the window

FIGURE A-8: Dialog box elements**FIGURE A-9:** Mouse Properties dialog box**TABLE A-8:** Typical items in a dialog box

item	description
Check box	A square box that turns an option on when the box is checked and off when the box is blank
Command button	A rectangular button with the name of the command on it; it carries out a command in a dialog box
List box	A box containing a list of items; to choose an item, click the list arrow, then click the desired item
Option button	A small circle that selects a single dialog box option (you cannot check more than one option button in a list)
Up and down arrows	A box with two arrows and a text box; allows you to scroll through and choose from numerical increments or type a number
Slider	A shape that you drag to set the degree to which an option is in effect
Tab	A place where related options are organized
Text box	A box in which you type text



Windows XP

Using Windows Help and Support

When you have a question about how to do something in Windows XP, you can usually find the answer with a few clicks of your mouse. The Microsoft Help and Support Center is a complete resource of information, training, and support to help you learn and use Windows XP. **Help and Support** is like a book stored on your computer with additional links to the Internet, complete with a search feature, an index, and a table of contents to make finding information easier. If you have an Internet connection, you can get online help from a support professional at Microsoft or from other users on the Windows newsgroup (an electronic form where people share information), or invite a friend with Windows XP to chat with you, view your screen, and work on your computer to provide remote support. If you are new to Windows XP, you can also take a multimedia tour from the Help and Support Center.



Now you will use the Help and Support Center to learn more about Windows XP.

Steps 123⁴

QuickTip

To get help on a specific program, you can click Help on the program's menu bar.

1. Click the Start button on the taskbar, then click Help and Support

The Help and Support Center window opens with a list of help and support categories, as shown in Figure A-10.

2. In the Search text box, type using windows, then press [Enter]

A search pane opens, displaying results from the search in three areas: Suggested Topics, Full-text Search Matches, and Microsoft Knowledge Base (available only when connected to the Internet). A list of tasks, overviews, articles and tutorials appear under Suggested Topics. To switch between result areas, click the gray title with the area name.

3. In the results area under Overviews, Articles, and Tutorials, click What's new for Help and Support, then click the Expand indicator + next to Online Help in the right pane

The Help topic appears in the right pane, as shown in Figure A-11. **Panes** divide a window into two or more sections. When you point to a Help category, the mouse changes to the hand pointer , and the Help category text becomes underlined or bolded to indicate that more information is available by clicking. A single click opens the Help category or topic. This is similar to the way selecting on the Internet works. Read the help information on Windows online help.

4. Click the Home button on the Help toolbar

The main Help and Support window appears. Now you will display a search pane with more topics.

5. Under Pick a Help topic, click Windows basics, click Tips for using Help under Windows basics, then click Get more out of Help and Support Center in the right pane

The help topic appears. You can move back and forth between Help topics you have already visited by clicking the Back button and the Forward button on the Help toolbar.

6. Click the Add to Favorites button on the Help Topic toolbar, then click OK if you get a warning box

The Help topic appears in the right pane.

7. Click the Favorites button on the Help toolbar to display a list of favorites, double-click Get more out of Help and Support Center in the list, then click Remove below the list to remove the topic

8. Click the Close button in the Help and Support Center window

The Help and Support window closes.

QuickTip

To find topics from a list of subjects, click the Index button on the Help toolbar, type a keyword in the text box, then press [Enter], or scroll down the list, then double-click a topic.

FIGURE A-10: Microsoft Help and Support Center window

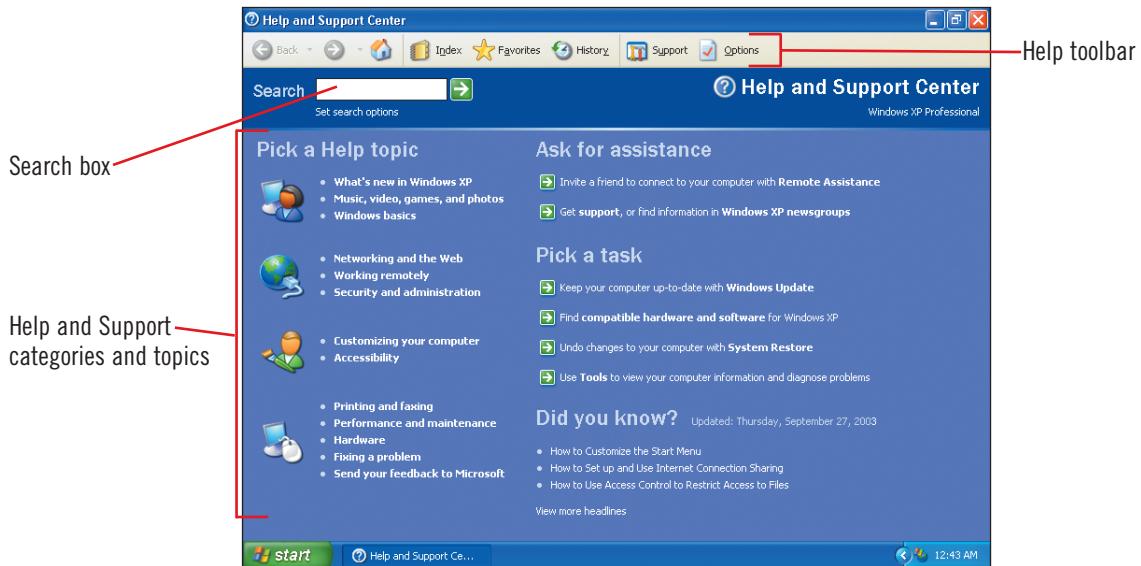
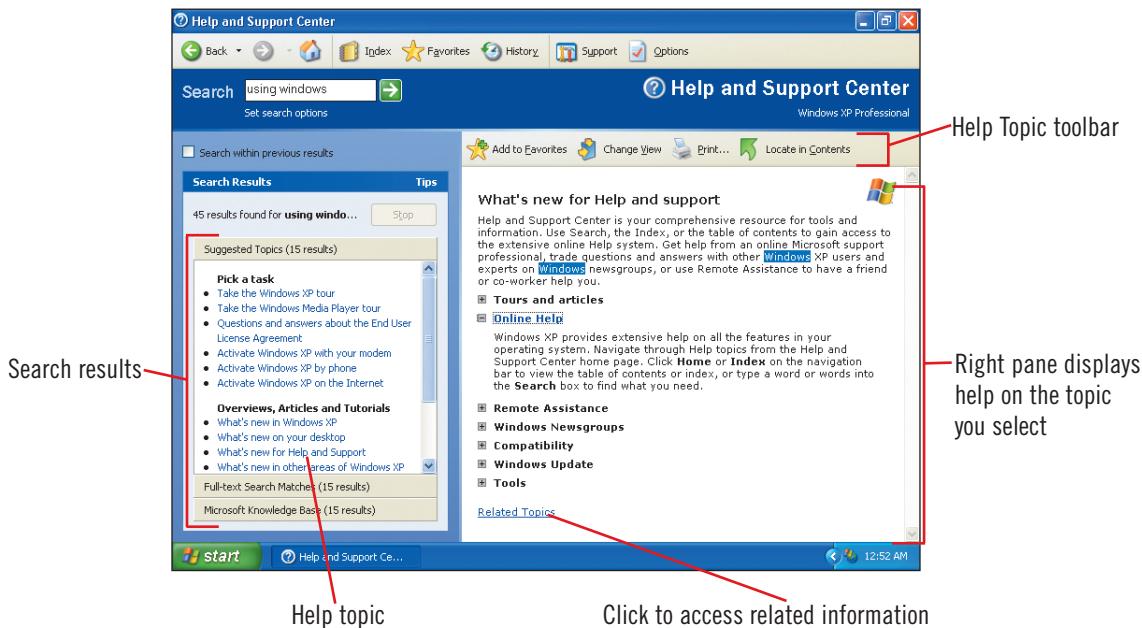


FIGURE A-11: Help topic



Getting Help while you work

You can also access **context-sensitive help**, help specifically related to what you are doing, using a variety of methods, such as pointing to or right-clicking an object. To receive help in a dialog box, click the Help button  in the upper-right corner of the dialog box. The mouse pointer changes to . Click on the item in the dialog box for which you need additional information. A shortcut window opens,

providing a brief explanation of the selected feature. You can also right-click an item in a dialog box, then click What's This? to display the explanation. In addition, when you click the right mouse button in a Help topic window, you can choose commands to copy and print the contents of the topic. Help windows always appear on top of the currently active window, so you can see Help topics while you work.



Turning Off the Computer

When you finish working on your computer, you need to make sure to turn off, or **shut down**, your computer properly. This involves several steps: saving and closing all open files, closing all open windows, exiting all running programs, shutting down Windows itself, and, finally, turning off the computer. Shutting down your computer makes sure Windows and all its related programs are properly closed; this avoids potential problems starting and working with Windows in the future. If you turn off the computer by pushing the power switch while Windows or other programs are running, you could lose important data. Once you close all files, windows, and programs, you choose the Turn off computer command from the Start menu. If a program is still open, it will prompt you to save the file and close the program before continuing the shutting down process. The Turn off computer dialog box opens offering several options, as shown in Figure A-12. See Table A-9 for a description of each option. Depending on your Windows settings, your shut down options might be different. To shut down, you will close all your open files, windows, and programs, then exit Windows.

Steps 123

1. If you have any open windows or programs, click the **Close button** in the upper-right corner of each window

QuickTip

To prevent other users from using your computer, you can press [L] at any time to lock the computer and return to the Welcome screen.

2. Click the **Start button** on the taskbar, then click **Turn off computer**

The Turn Off Computer dialog box opens as shown in Figure A-12. In this dialog box, you have several options for turning off your computer.

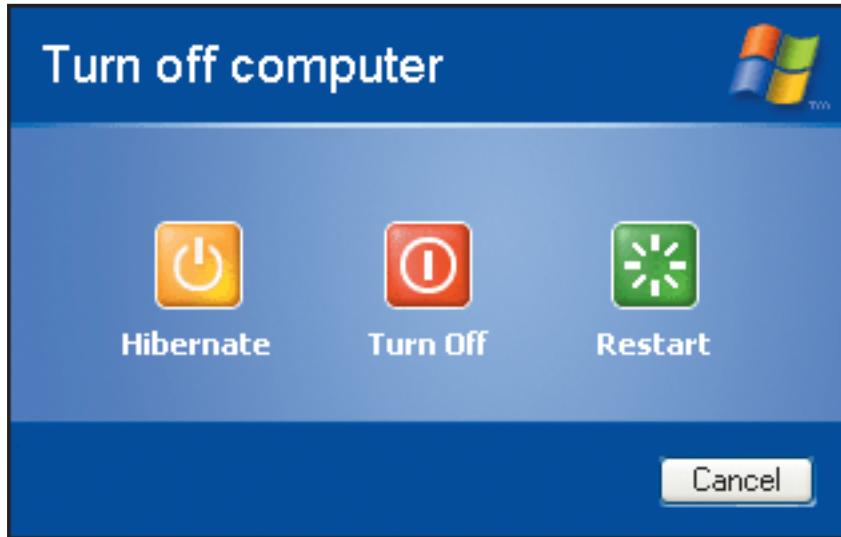
3. If you are working in a lab, click **Cancel** to return to the Windows desktop; if you are working on your own machine or if your instructor tells you to shut down Windows, click **Turn Off** to exit Windows and shut down your computer
4. If you see the message “It’s now safe to turn off your computer,” turn off your computer and monitor

Some computers power off automatically, so you may not see this message.

TABLE A-9: Shut down options

shut down option	function	when to use it
Turn Off	Prepares the computer to be turned off	When you finish working with Windows and you want to shut off your computer
Restart	Restarts the computer and reloads Windows	When you want to restart the computer and begin working with Windows again (when your programs may have frozen or stopped working)
Hibernate	Saves your session to disk so that you can safely turn off power; restores your session the next time you start Windows	When you want to stop working with Windows for a while and start working again later; available when the Power Options setting (in the Control Panel) is turned on
Stand By	Maintains your session, keeping the computer running on low power	When you want to stop working with Windows for a few moments and conserve power (ideal for a laptop or portable computer); available when a power scheme is selected in Power Options (in the Control Panel)

FIGURE A-12: Turn off computer dialog box

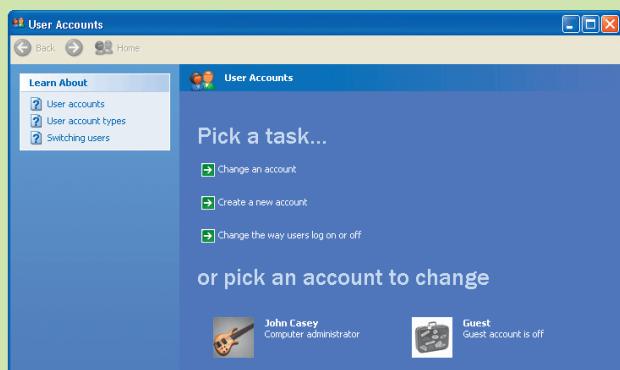


Working on a computer for multiple users

Many users may use the same computer, in which case each user has his or her own Windows identity, allowing them to keep their files completely private, and customize the operating system with their own preferences. Windows manages these separate identities by giving each user a unique user name and password. You set up user accounts during Windows XP installation or by using User Accounts in the Control Panel, as shown in Figure A-13. When Windows starts, a Welcome screen appears, displaying user accounts. When a user selects an account and types a password (if necessary), Windows starts with that user's configuration settings and network permissions. To quickly change users on the same computer, you choose the Log Off command from the Start menu. On a shared computer, click Log Off to save your current settings and log off, or click Switch

User to quickly switch between users without having to save your current settings. On a network computer, press [Ctrl][Alt][Del], type your user name and password, then click OK.

FIGURE A-13

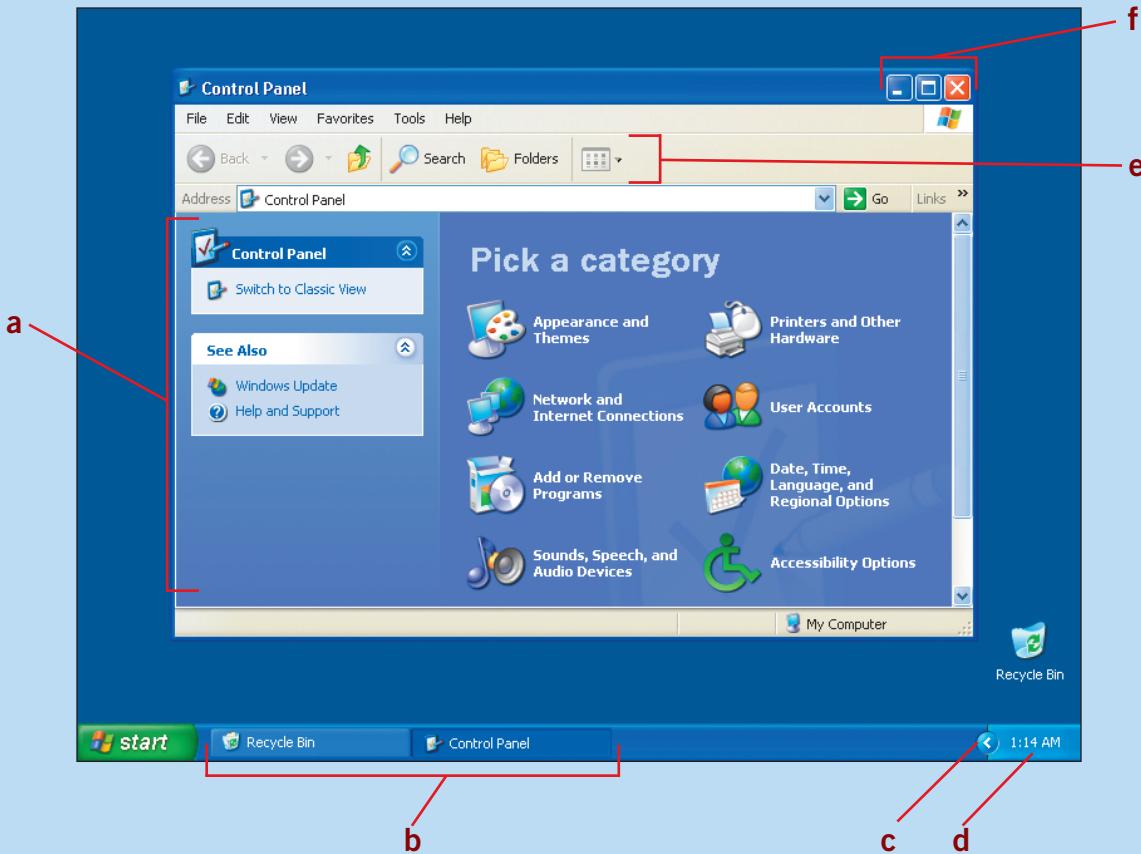


Practice

► Concepts Review

Label each of the elements of the screen shown in Figure A-14.

FIGURE A-14



1. Which element do you click to display hidden icons on the taskbar?
2. Which element(s) do you click to resize and close windows?
3. Which element points to the window's pane?
4. Which element points to the notification area?
5. Which element(s) do you click to open and activate a program that is running?
6. Which element points to a toolbar?

Match each term with the statement that describes its function.

7. Recycle Bin	a. Where the name of the program and file appear
8. Sizing buttons	b. Where deleted files are placed
9. Start button	c. Displays the Start button and buttons for currently open programs and windows
10. Taskbar	d. Allows you to minimize, maximize, and restore windows
11. Title bar	e. The item you click first to start a program
12. Mouse	f. Used to point at screen elements and make selections

Select the best answers from the following lists of choices.

13. Moving an item to a new location on the desktop is called:

- a. Dragging.
- b. Restoring.
- c. Pointing.
- d. Clicking.

14. The Maximize button is used to:

- a. Scroll slowly through a window.
- b. Reduce a window to a button on the taskbar.
- c. Return a window to its original size.
- d. Expand a window to fill the entire screen.

15. The Minimize button is used to:

- a. Scroll slowly through a window.
- b. Reduce a window to a button on the taskbar.
- c. Return a window to its original size.
- d. Expand a window to fill the entire screen.

16. The Menu bar provides access to a program's functions through:

- a. Commands.
- b. Dialog box elements.
- c. Toolbar buttons.
- d. Scroll buttons.

17. An ellipsis after a menu command indicates:

- a. Another menu will display.
- b. A keyboard shortcut to that command.
- c. The menu command is not currently available.
- d. A dialog box will open.

18. Which is not a method for getting Help?

- a. Clicking Help on a program's menu bar
- b. Right-clicking in a dialog box, then using the Help pointer to point to what you need help with
- c. Clicking the Start button on the taskbar, then clicking Help and Support
- d. Clicking the question mark button in a dialog box

► Skills Review

1. Start Windows and view the Windows desktop.

- a. Start Windows and log on, if necessary.
- b. Identify and write down as many desktop items as you can, without referring to the lesson.
- c. Compare your results with Figure A-1.

2. Use the mouse.

- a. Move the mouse on your desk, and watch how the mouse pointer moves across the screen.
- b. Point at an icon on the desktop.
- c. Click the icon once. Notice the icon's highlighted title.
- d. Press and hold down the mouse button, then drag the icon to the opposite side of the desktop. (*Hint:* release the mouse button when you finish dragging.)
- e. Drag the icon back to the original location.
- f. Double-click the Recycle Bin icon.

3. Get started with the Windows XP desktop.

- a. Click the Start menu on the taskbar.
- b. Click Control Panel.

4. Manage windows.

- a. Click the Recycle Bin button on the taskbar.
- b. Click the Minimize button.

- c. Position the mouse pointer on any corner of the Control Panel window and drag to make the window smaller.
- d. Point to the title bar on the Control Panel window, then drag the window to the center of the desktop.
- e. Click the Maximize button.
- f. Click the Restore button.
- g. Click the Recycle Bin button on the taskbar.
- h. Click the Close button on the Recycle Bin window.

5. Use menus, toolbars, and panes.

- a. In the Control Panel, click Switch to Classic View if necessary.
- b. Click View on the menu bar, then click Thumbnails.
- c. Click View on the menu bar, then click Tiles.
- d. Click the Views button on the toolbar, then click Details.

6. Use scroll bars.

- a. In the Control Panel, click the vertical scroll box.
- b. Click the vertical up scroll arrow.
- c. Drag the horizontal scroll box to the right-side of the scroll bar (if visible).
- d. Click the Views button on the toolbar, then click Icons.
- e. Click Switch to Category View.

7. Use dialog boxes.

- a. In the Control Panel, click Appearance and Themes.
- b. Click Change the computer's theme.
- c. Click the Theme list arrow, then click Windows Classic.
- d. Click Apply (but don't click OK yet).
- e. Click the Theme list arrow, then click Windows XP to restore the former theme.
- f. Click OK, then click the Control Panel Close button.

8. Get Windows Help and Support.

- a. Click the Start button on the taskbar, then click Help and Support.
- b. In the Search text box, type **dialog boxes**, then press [Enter].
- c. In the Search Results pane, click Get Help in a dialog box, then read the Help topic in the right pane.
- d. Click Related Topics, click Change views in Help and Support Center, then read the Help topic.
- e. Click the Help window Close button.

9. Turn off the computer.

- a. Click the Start button on the taskbar, then click Turn Off Computer.
- b. If you are not working in a lab or if your lab manager approves of shutting down the computer, click Turn Off. Otherwise, click Cancel.

► Independent Challenge 1

Windows XP provides extensive online help and support. At anytime, you can select Help and Support from the Start menu and get the assistance you need. Use the Help and Support options to learn about the topics listed below.

- a. Start the Help and Support Center, then locate and read the help information on the following topics:
What's new in Windows XP, Windows keyboard shortcuts overview, Accessibility options overview, and Support overview.
- b. If you have a printer connected to your computer, print one or more Help topics.
- c. Close the Help and Support window.

► Independent Challenge 2

You are a student in a Windows XP course and want to review basic Windows XP skills. Use the Help and Support Center to find information on Windows XP tour, then take the tour from the Help and Support Center.

- a. Start the Help and Support Center, then locate and read the help information on the Windows XP tour.
- b. If you have a printer connected to your computer, print one or more Help topics.
- c. Start the Windows XP tour from within the Help and Support Center.
- d. Take the Windows XP tour, then click the Exit Tour button on the lower-right corner of the tour window to return to the Help and Support Center.
- e. Close the Help and Support window.

► Independent Challenge 3

You can customize many Windows features to suit your needs and preferences. One way you do this is to change the appearance of the taskbar on the desktop.

- a. Position the mouse pointer over the top border of the taskbar. When the pointer changes shape, drag up to increase the size of the taskbar. (*Hint:* If the pointer does not change, right-click the task bar, then deselect Lock the Taskbar.)
- b. Position the mouse pointer over a blank area of the taskbar, then drag to the top of the screen to move the taskbar.
- c. Open the Control Panel, click Switch to Classic View if necessary, then double-click Taskbar and Start Menu. On the Taskbar tab, click the Show the clock check box to deselect the option, click Apply, then observe the effect on the taskbar.
- d. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image, if necessary. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the scaling area, then click OK. Click File on the Menu bar, click Print, then click Print in the Print dialog box.)
- e. Restore the taskbar to its original setting, size, and location on the screen.
- f. Switch the Control Panel back to Category view and close the Control Panel window.



Independent Challenge 4

You accepted a new job in London, England. After moving into your new home and unpacking your boxes, you decide to set up your computer. Once you set up and turn on the computer, you decide to change the date and time settings to reflect London's time zone.

- a. Open the Control Panel, click Switch to Classic View if necessary, then double-click the Date and Time icon.
- b. Click the Time Zone tab, then click the Time Zone list arrow.
- c. Select Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London from the list (scroll if necessary).
- d. Click the Date & Time tab, change the month and year to September 2003, then click Apply.
- e. Print the screen. (See Independent Challenge 3, Step d for screen printing instructions.)
- f. Restore the original date and time zone settings, then click OK.
- g. Close the Control Panel window.

► Visual Workshop

Re-create the screen shown in Figure A-15, which shows the Windows desktop with the Recycle Bin and the Control Panel open. Print the screen. (See Independent Challenge 3, Step d for screen printing instructions.)

FIGURE A-15

